

Bramhope & Carlton Parish Council - Community Grants Application



Bramhope & Carlton Parish Council is able to award grants to local organisations that contribute to the communities of Bramhope and Carlton village. The Council invites applications from voluntary, youth, community or charitable organisation for grants up to **£500** to support activities of benefit to the residents of Bramhope and Carlton.

Such activities might be social, educational, artistic, environmental, cultural or sporting. Examples of projects to which grants could be made include:

- A Community Event
- A contribution to the cost of an ongoing project
- Funding to help set up new organisation (limited to a maximum of 50% of the costs)

Application Process

To ensure fair and proper consideration of all requests, the Council requires the following to be submitted:

- A completed application form
- The most recent income and expenditure account (or a financial projection for the current financial year, if a new organisation)
- The rules of the organisation
- Proof of appropriate insurance
- Any additional information the organisation considers will support their application

After consideration of your individual project, you will be invited to present a brief overview of your proposal and application to the Parish Council Finance Committee.

Projects judged deserving of support will be put forward to the next monthly Parish Council meeting.

All grants are discretionary and the Council's decision is final.

Your project should be completed within a time frame agreed with the Parish Council at the time the grant is awarded.

Please note the maximum request for funding is £500.

Grants will be made subject to the following conditions:

- recipients of a grant must confirm in writing by the date agreed with the council that the grant has been used for the purpose for which it was made
- receipts to be provided to support this confirmation
- any money unused after six months to be repaid
- the contribution of Bramhope & Carlton Parish Council will be acknowledged in any publicity material

Timetable for applications

Applications will be considered on a quarterly basis and should be submitted by

2 July 2014

1 October 2014

7 January 2015

1 April 2015

The Finance Committee meeting to review applications and at which you will be invited to present your proposal will usually take place one week later.

Application Form

Please complete the form on the next page and

email to the Parish Clerk at bramhopecarlton@hotmail.com

or print and send to:

Parish Clerk
Bramhope & Carlton Parish Council
The Parish Office,
Robert Craven Memorial Hall
Old Lane,
Bramhope
Leeds,
LS16 9AZ

Accompanied by any supporting documents.



Community Grants Application Form

Contact Name	
Name of Applicant or Organisation	
Address	
Email address	
Daytime Contact number	
Amount requested	
<p>Brief Summary of the purpose of the grant</p> <p>(Please give brief details of the purpose of the grant, costings, other funds available, and details of any other grant applications made)</p>	
<p>Please give a brief overview of how the residents of Bramhope/Carlton will benefit from the grant</p>	

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